

NIH POLICY MANUAL**2300-410-5 - NIH Stride Program****Issuing Office: OD/OHRM/DCR, 496-2404****Release Date: 09/29/98**

1. Explanation of Material Transmitted: This chapter updates policies and procedures associated with the NIH STRIDE PROGRAM.

2. Filing Instructions:

Remove: NIH Manual 2300-410-5 dated 4/15/87.

Insert: NIH Manual 2300-410-5 dated 6/30/98.

PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above.
 - NIH Manual System, contact the Division of Management Services, OMA on 496-2832, or enter this URL: <http://www3.od.nih.gov/oma/manualchapters>.
-

A. Purpose and Scope:

The STRIDE Program, a component of the Department of Health and Human Services (HHS) Career Opportunities Program, is established to help meet the staffing needs of the NIH and to provide NIH employees with an opportunity for career change and advancement. STRIDE provides a combination of on-the-job training, academic courses, and selected short courses to prepare individuals for positions identified by the Institutes and Centers (ICs) of the NIH. The target positions are "lines of work properly classified at two-grade intervals." (See examples of target occupations for STRIDE training in the Appendix.) STRIDE Interns are selected competitively according to the HHS Career Opportunities Training Agreement (COTA) and the NIH Merit Promotion Plan (MPP). The maximum length of the training period is three years.

This career development program also supports NIH Equal Opportunity and Diversity Program goals by enhancing the career potential of minority, female and disabled employees that have been traditionally under represented in the two-grade interval series.

B. References:

1. The HHS COTA, transmitted by the Office of the Secretary of DHSS on 1/15/85, contains detailed requirements related to selection and training of employees for career opportunities.
2. NIH Manual 2300-335-1, NIH Merit Promotion Plan (MPP), describes the merit promotion process used in the competitive selection of employees for career opportunities.
3. NIH Manual 2300-410-1, Training Policy, describes general requirements governing selection of employees for training in government and non-government facilities.

C. Definitions:

1. Career Development Plan (CDP) - A career development plan describes the combinations of on-the-job experience, academic course work, and short courses that prepare the Intern for the target position.
2. Tap - The "tap" means full support of FTE (full-time-equivalent) salary and benefits. Training positions for the STRIDE Interns are supported by FTE positions in the NIH Career Development Training Tap. The tapped IC carries the FTE until the Intern graduates from the STRIDE Program.
3. Target Position - The position to be filled by the Intern upon completion of the STRIDE Program.
4. Training Position - The position in which the Intern receives the work experience and training to prepare him/her for the target position.

D. Responsibilities:

This section describes the principal responsibilities of each party. Responsibilities sometimes overlap and involve cooperation among the parties.

1. Technical Advisory Board (TAB): The TAB, which consists of IC senior level managers, provides oversight for the STRIDE Program through development of policy and procedures as well as implementation and operation of the Program.
2. Office of Human Resource Management (OHRM): The OHRM provides staff support to the TAB in the development and implementation of policy and procedures for STRIDE. A designated STRIDE Program Manager provides staff support to the TAB in the development and implementation of policy and procedures for STRIDE.
3. The IC : The IC providing the "Tap" (FTE, salary and benefits) for training prepares the STRIDE Intern's personnel actions requested by the IC with the training position. The IC receiving the Intern and holding the target position: (a) identifies target positions and training supervisors; (b) announces positions jointly with OHRM, screens applications and convenes the Qualifications Review Board(QRB); and (c) submits position description and CDP copies to the STRIDE Program Manager for review and filing in each Intern's Training file.
4. Supervisor: The supervisor:
 - . serves as the selecting official and develops position descriptions;
 - b. ensures that Intern's CDP reflects the knowledge, skills and abilities and training required for the target position;
 - c. evaluates the STRIDE Intern's performance; and
 - d. recommends the Intern for promotions and for reassignment to the target position as scheduled objectives of the CDP are met.
5. **STRIDE Intern:** The STRIDE Intern:
 - . signs the NIH STRIDE Program Agreement;
 - b. participates in the development of the CDP and complies with the training and educational requirements, as described in the CDP;

- c. prepares and submits training requests through the training supervisor to the STRIDE Program Manager for appropriate approval signatures;
- d. provides the STRIDE Program Manager with a copy of his/her academic transcript (including grades) at the end of each semester;
- e. fulfills training payback requirements, as specified in the Title 5 Code of Federal Regulations (CFR), Part 410.309(b) and (c), if necessary; and
- f. submits STRIDE evaluation forms to the STRIDE Program Manager within the established time frame to ensure assignments meet the training objective.

E. Program Eligibility Requirements:

To be eligible to apply for positions announced under the provisions of the NIH STRIDE Program, an applicant must meet all requirements below:

- 1. Be employed at NIH under a career or career-conditional appointment for at least one year prior to the closing date of the announcement;
- 2. Apply for STRIDE positions in ICs other than that in which currently employed;
- 3. Be employed in a one-grade interval job series in the General Schedule (GS) grade 5 or above or the Federal Wage Grade (WG) Equivalent;
- 4. Possess a high school diploma or the General Education Development certificate of equivalency and not hold a bachelor's degree; and
- 5. Be employed at the grade level at which the positions are announced or be willing to accept a voluntary down-grade to the maximum grade level announced. There are no promotions into the program. Employees accepting a down-grade are eligible for pay retention.

F. Recruitment and Selection Procedures:

- 1. The recruitment and selection process begins when the TAB, solicits requests from the ICs for allocation of STRIDE training positions. After review of these requests, the TAB decides which training proposals will best meet the STRIDE objectives.
- 2. OHRM and the appropriate ICs announce the positions, evaluate applications, and recommend selections in accordance with NIH MPP.
- 3. TAB has final approval authority for all selections.

G. Career Development Plan (CDP):

- 1. **The CDP:** Each Intern works with the supervisor and other appropriate officials on the development of the CDP within 30 days of selection. The length of training will be determined based on the Intern's qualifications compared to the Office of Personnel Management (OPM) qualification requirements of the target position. The CDP will be reviewed and signed by the Intern, supervisor, IC with the training position and the STRIDE Program Manager. Copies of the CDP should be provided to the IC with the training position and the original CDP to the STRIDE Program Manager. The plan is open to revision to enhance better achievement of STRIDE objectives and Intern progress.

2. **Academic and Non-Academic Training:** STRIDE supports academic training up to 30 credit hours. While the training may incidentally meet degree requirements, obtaining the degree is neither a requirement of the target position nor an objective of this Program. Courses must be directly related to the target career fields. Generally, the Intern will take academic courses on his/her own time; however, exceptions may be made by the training supervisor. Selection of non-academic courses taken under the CDP, and the allowance of duty hours for this training, are provided under the same practices as for other employees. (see NIH Manual 2300-410-1 Training Policy.)

H. Career Development Evaluation:

1. As required by the HHS COTA, the supervisor must evaluate the Intern's progress every **three** months. Semi-annual progress reviews and an annual performance appraisal must be done in accordance with the NIH Performance Appraisal Program. For convenience and consistency, supervisors are encouraged to conduct progress reviews.
2. The Intern must maintain an appraisal of "acceptable" according to the NIH Performance Appraisal Program to continue in the STRIDE Program.

I. Career Advancement and Placement:

Promotions During Training Period: The CDP describes promotion opportunities between the Intern's entry into the program and his/her graduation into the target position. Interns may be promoted after 90 days in training status when:

1. The promotion is to a technical position at or below the level of the target position as established by the supervisor;
2. The training assignment is at least one year in duration;
3. The Intern is qualified for an interim technical position while in training;
4. The interim technical position is supportable by the appropriate OPM classification and qualification standards;
5. The Intern is recommended for promotion by the training supervisor; and
6. The Intern satisfies OPM time-in-grade requirements for promotion.

J. Program Completion:

Although OPM qualification requirements are waived for initial entry into a new career field, all Interns must meet OPM qualifications, as modified by the HHS COTA, for their target positions.

1. Credit total time spent in training as qualifying experience up to a maximum of one month of training for two months of qualifying experience. For example, if an Intern needs one year of specialized experience to meet the OPM requirements for the target position, then the requirements may be met in six months.
2. If an Intern fails to complete the program for any reason (e.g., academic failure, unsatisfactory work performance, withdrawal for health or personal reasons), he/she is returned to the original IC, to a position at the same grade and step as the one held before entering the STRIDE Program.

3. A Certification of Completion Memo will be signed by the supervisor, the training IC personnel office and the STRIDE Program Manager to document that the Intern has successfully completed all experience and training requirements of his/her CDP and meets all OPM qualification requirements for the target position.

K. Records Retention and Disposal:

All records(e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of under the authority of NIH Manual [1743](#), "Keeping and Destroying Records, Appendix 1, NIH Records Control Schedule" Item 2300-300-3.

NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks)that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to members of Congress or Congressional committees, if requested, and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are sometimes retained for significant periods of time, e-mail messages and attachments may be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

L. Management Controls:

The purpose of this manual issuance is to provide the NIH policies and procedures of the STRIDE Program.

1. The office responsible for reviewing management controls relative to this Chapter is the OHRM, Office of the Director, NIH. Through this issuance, the OHRM is accountable for the method used to ensure that management controls are implemented and working.
2. Frequency of Review: Every 5 years
3. Method of Review: The OHRM is responsible for developing and writing policy. The STRIDE Program which is NIH-wide ensures compliance with program policies and procedures by the overview of Technical Advisory Board, OHRM Administrative Officer and the STRIDE Program Manager. In addition, OHRM will conduct a random sample of from the participating IC's to determine compliance with the STRIDE policies and procedures. The Director of OHRM will determine who will conduct the review.
4. Review reports are sent to the Deputy Director for Management, NIH.

M. Additional Information:

For more information on this chapter, contact the NIH Division of Human Resource Development, OHRM on 496-6211, or e-mail them at training1@od.nih.gov. (Note: If your browser fails to create an e-mail message when you click on this link, send a message to this address through your regular e-mail program.)

Appendix 1. Examples of NIH Target Occupations Selected for STRIDE Training:

Series	Title
0201	Personnel Management Specialist
0260	Equal Employment Specialist
0301	Committee Management Specialist
0334	Computer Specialist
0341	Administrative Officer
0343	Management Analyst
0343	Program Analyst
0560	Budget Analyst
1035	Public Affairs Specialist
1082	Writer-Editor
1101	Grants Management Specialist
1102	Contract Specialist

**MANUAL CHAPTERS
MAIN MENU**

BROWSE

SEARCH

UPDATE

**BACK TO THE OMA
HOME PAGE**

Last Updated: 11/18/99

[NIH](#)